

DD/S&T-4792/68

18 DEC 1968

MEMORANDUM FOR: Registrar, Office of Training

25X1 ATTENTION :

[Redacted]

SUBJECT : Record of Attendance - Contracting  
Course for DD/S&T Engineers and  
Scientists

It is requested that a record of course completion be inserted in the records of the individuals listed in Attachments A and B. The training consisted of a contracting course for engineers and scientists given at 1000 Glebe Road by [Redacted] under contract to this Agency. The course consisted of twenty hours of classroom lecture and discussion and was conducted on a seminar basis. No grading was employed. The course was conducted during the week of 18 November 1968 in two sessions of 2½ days each.

A copy of the daily class schedule is also attached for your information.

[Redacted]

Chief, Administrative Support Staff  
DD/S&T

Attachments  
As Stated

Distribution:

Orig. & 1 - Addressee

1 - [Redacted]

2 - PMS/DD/S&T

2 - DD/S&T Registry

C/PMS/DD/S&T: [Redacted] (17 Dec. 68)

DD/S&T  
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PROCUREMENT MANAGEMENT SEMINAR FOR  
ENGINEERS AND SCIENTISTS

Daily Class Schedule

FIRST DAY

Morning

I. Introduction

- A. Course Objectives
- B. Seminar Approach

II. Planning the Solicitation

- A. The Procurement Team
- B. Planning the Procurement
- C. Defining the Requirement
- D. Identifying Prospective Sources and Obtaining Competition

Afternoon

E. Deciding Contract Type

- 1. Types of contract available for use
  - Cost reimbursement, fixed-price, special purpose
- 2. Business factors affecting choice of contract
  - Nature of work, clarity of requirements, type of risks, extent of government participation and control
- 3. Use of special contract incentives
  - Cost-plus-award fee

Case Studies:

The Maryland Electric Case (TPM-3200R3-1)  
The Work Statement Case (TPM-3200Rc-2)  
The Study Contract Case (AFPM-4159)  
The Contract Type Case (AFPM-4146)  
The Cost-Plus-Award Fee Case (OM4186R)

Recommended Reading for First Day

1. Technical Note I, Sections A1, B, C, and D
2. Technical Note II, Sections A, B, C, G, and I
3. Technical Note III, Section A
4. Technical Note IV, Section B

SECOND DAY

Morning

III. Selecting the Source and Preparing the Negotiation Position

A. Evaluating Proposals

1. Technical approach
2. Management ability
3. Cost

B. Establishing Price

1. Determining the government's negotiation objectives
2. Precontract review of contractor cost, schedule and performance management control systems
3. Anticipating problems of technical direction

Afternoon

IV. Evaluating the Contractor's Cost Proposal

- A. Cost Proposal Adequacy and the Function of Cost and Price Analysis in Government Procurement
- B. Contractor Cost Estimating Techniques

Case Studies and Exercises:

The Source Evaluation Case (TPM-3201R3)  
The Technical Direction Case (TPM-3202R3-3)  
Speakeasy One (EMP-6385)  
Exercises in the Use of Estimating Techniques (CPA-4196)  
The Radaray System (CPA-4514)

Recommended Reading for Second Day

1. Technical Note III, Sections B, C, and D
2. Technical Note IV, Sections A, C, D, and F
3. DNT-3215R2 Parts A and B
4. Notes on Improved Cost Visibility

THIRD DAY

Morning

- C. Improvement Curve Analysis; Its Implications for Research and Development
- D. Notes and Exercises on Improvement Analysis (A)
- V. Closing Remarks

Case Studies (Reading Assignment for Third Day)

Cost Estimating at the Eltron Company (TIN-6122)  
Notes and Exercises on Improvement Curve Analysis (A) (CPA-2689)

Recommended Supplemental Reading

1. Notes and Exercises on Improvement Curve Analysis (B) (CPA-2690) and (C) (CPA-2691)
2. Notes: Combination Regression Analysis (CPA-5318R)
3. The Dynamics of Research and Development; Estimation of Project Effort and Cost, by Edward B. Roberts, Harper & Row, Publishers (by special permission)
4. Cost Estimating